



# Idaho State Board of Pharmacy

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## Controlled Substance Renewals Bulk Payor Information

- The online renewal system should be available on October 30<sup>th</sup> for the 2014 Controlled Substance Renewal Season.
- Renewal postcards with Controlled Substance Registration (CSR) numbers and PINs were mailed on October 27<sup>th</sup>.
- If not already completed, create a new login for the Bulk Payor system and retain the information as it will stay the same for every year.
- If you cannot locate the log in information, contact our office at [info@bop.idaho.gov](mailto:info@bop.idaho.gov) or call us at 208-334-2356.

Using the CSR numbers of the practitioners you will be able to;

- ☐ Create/Update roster of all of the CSR's
- ☐ Use email to notify the CSR's that you would like to pay for their registration
- ☐ Instruct CSR's to complete the personal portion of the renewal using their registration number and PIN (8 x 5 yellow postcard!)
- ☐ Know when the renewal is ready for payment

### Additional Info:

- ☐ CSR's expire December 31; late fees will be assessed at 12:01 a.m. PST January 1, 2014.
- ☐ Renewal Fee \$60
- ☐ Late fee \$50, if postmarked/processed online after December 31.
- ☐ DEA will be notified of CSR's that have not renewed
- ☐ We do not fax updated registration cards – verification can be obtained from the website as it is updated real time.
- ☐ Allow 5-10 working days from the Board's receipt of renewal for processing
- ☐ All CSR's can renew online even if they are mailing a check

The following is a sample email to send to the CSR's that you can customize to meet your needs. Of note, if you do not create an email in the bulk renewal system your CSR's will receive a blank email with a link to the renewal system.

### Sample:

The Idaho State Board of Pharmacy has implemented an option to allow us **[Employer]** to pay for your Idaho Controlled Substance Registration. Using the information provided on your renewal notice (8 x 5 yellow postcard) please complete your renewal online and submit it for payment no later than **[deadline date]**. **[Employer]** will pay the required fee. If you have questions please contact **[contact person @ email or phone number]**

**[contact info]**